

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

SPECIAL PROJECTS ADMINISTRATOR

Role Title: Program Administration Specialist II

Position #01049

Pay Band 6, Level I - Hiring Range: \$42,614 - \$75,000

Closing Date: October 24, 2016

Office of Innovation & Strategy – Exciting opportunity to play a key role in strategic alignment of Department of Medical Assistance Services (DMAS) projects. This position serves as a special project manager for Medicaid innovation and strategy projects. Responsible for developing engagement and communications strategy for DMAS stakeholders, business leads/staff and any vendor's/third party project management staff in meeting business objectives and goals. Also serves as the liaison and provides project administration oversight in addition to building consensus across DMAS and external stakeholders. Applicants must possess working knowledge of health care programs, program administration practices and principles and stakeholder communication. Requires considerable knowledge of project management practices and principles. Must have demonstrated ability to plan and complete assigned work, as well as plan and assign resources. Must have proven ability to quickly adapt to new technical environments and manage multiple projects with dynamic priorities. Requires demonstrated ability to communicate effectively and be able to communicate complex information clearly and quickly as well as to motivate and work with people at all levels of an organization. Bachelor's Degree or higher preferred in: business management/administration, health policy administration or related area, or several years of equivalent level of experience.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS **by 11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA